



Big Brothers Big Sisters of Helena

Position Title:	Case Manager, School & Site Based Mentoring Program
Employer:	Big Brothers Big Sisters of Helena 30 W. 6 th Avenue Helena, MT 59601
Direct Supervisor:	Program Director
Education & Experience:	A minimum of a Bachelor's degree in social work or related field.
Knowledge, Skills & Abilities:	Considerable knowledge of social services to youth and other public and private agencies involved in the delivery of human services to youth and single-parents is preferred as well as the techniques of personal interviews and group dynamics. Case Manager must demonstrate effective communication, professional, and organizational skills, and have the ability to work with children, volunteers of various ages, school administrators and other Case Management staff members.
Supervision Exercised:	The Case Manager is expected to develop his/her own work assignments and to coordinate these activities with the Program Director.
Salary Range:	\$23,000-\$26,000

Duties and Responsibilities

- Supervise and manage volunteer staff including VISTA, AmeriCorps, Interns, etc. assigned to assist with School and/or Site Based programs, and supervise and manage paid Case Aids.
- Provide oral and/or written response to public inquiries regarding the Big Brothers Big Sisters program.
- Coordinate with the Case Management team and Program Director the development and implementation of orientation/training presentations, group activities, and recognition events for program volunteers.
- Provide Case Management for the School and Site Based Mentoring Programs, including but not limited to:

- **Recruitment** – Assist Program Director and work with High School Liaisons to recruit appropriate High School Big Brothers and Big Sisters for Link Crew Program, and work with Carroll College, Business Partners and general public to recruit adult volunteers for School Based Program.
 - **Interviewing** – Interview potential Big Brothers and Big Sisters for all programs.
 - **Screening** – Review references, criminal backgrounds and other screening documents collected by intake staff member and use all information gathered to make decisions about appropriateness of mentor candidates.
 - **Assessment** – Work with school personnel to assess children referred to the program.
 - **Orientation** – Work with Program Director and school personnel to develop and implement program orientation for all volunteer mentors.
 - **Supervision**- Responsible for on-site supervision of all match visits for Link Crew and Jim Darcy programs. Responsible for coordinating the collection of routine case notes for all matches. Coordinate and/or facilitate match introductions for all matches.
 - **Evaluation** – Work with school liaisons in the distribution of evaluation materials, specifically the Program Based Outcome Evaluation.
- Maintain all appropriate casework records and prepare any required activity reports to Program Director, Executive Director and/or agencies supporting the program.
 - Develop organized scheduling system to adequately cover duties and responsibilities, including managing changes in the schedules of volunteers, school personnel, and students.
 - Provide own transportation to schools, meeting, trainings, etc. (a travel stipend of \$30 per month is awarded to all Case Managers for in-town travel – out of town travel is reimbursed per mile at the state rate).
 - Remain current with the latest developments in case management and the delivery of human services to youth, especially with information provided by Big Brothers Big Sisters of America through state and regional training conferences and the BBBSA website.
 - Participate in monthly Little Moments Tours by providing information about your work and experiences with Big Brothers Big Sisters to groups. Participate in other public speaking engagements as part of recruitment and promotional activities as well.
 - Assist with fundraising as needed.
 - Assist with general administration duties as needed such as answering the telephone, maintaining the computer, etc.
 - Provide information and prepare text for agency newsletters.
 - Perform any other duties and responsibilities assigned by the Program Director or Executive Director.